EDUCATIONAL SERVICES

Parent

Access

Manual

GENESIS STUDENT INFORMATION SYSTEM

PARENT ACCESS

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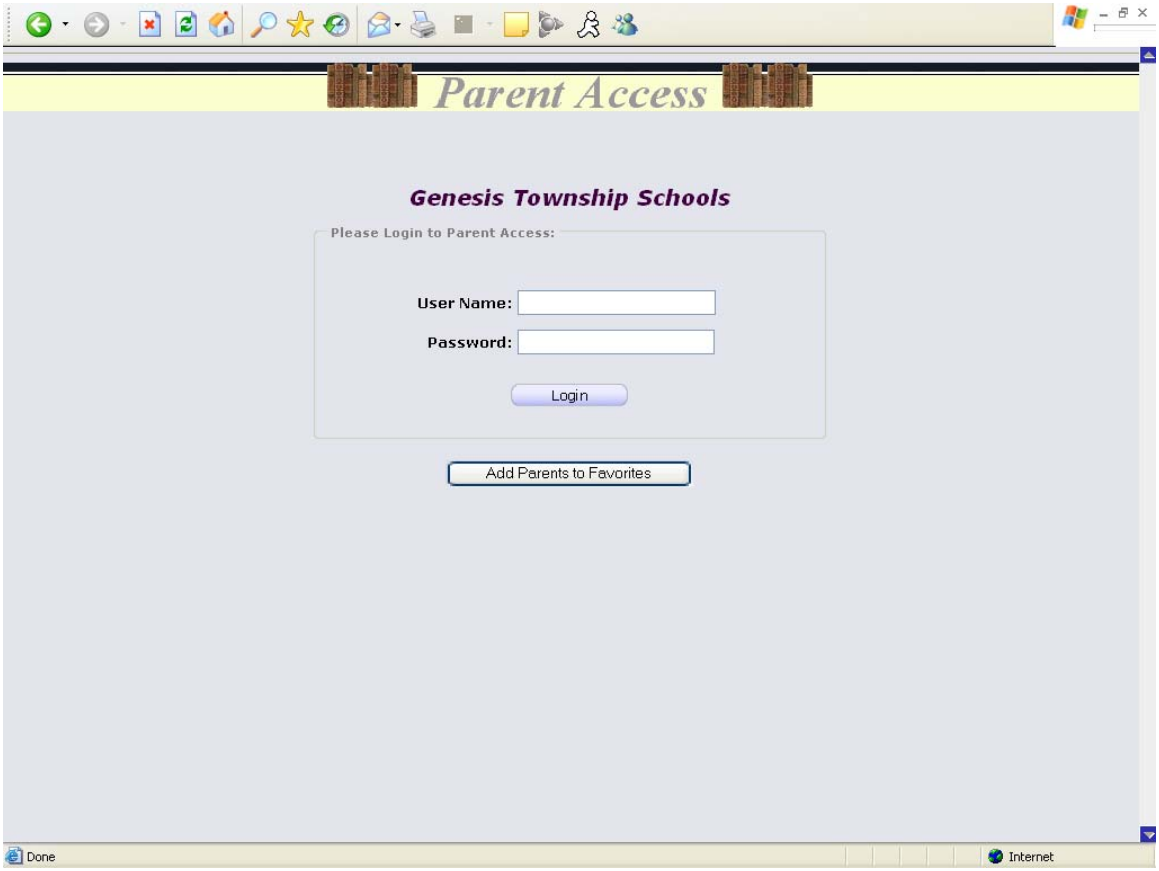
I. Introduction

The Genesis Parents Module is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you may have access to the following information:

- Your children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards
- Your child or children's daily attendance record
- Teacher Gradebook assignments and assignment grades for your child or children.
- Your child or children's discipline records

II. Logging In



Logging In

Logging into Genesis is very simple:

1. Go to the Parent Access URL supplied with your district welcome packet.
2. Enter your Email Address in the '**Username**' field
3. Enter your Parent Access password in the '**Password**' field.
4. Click the '**Login**' button

Logging In for the First Time

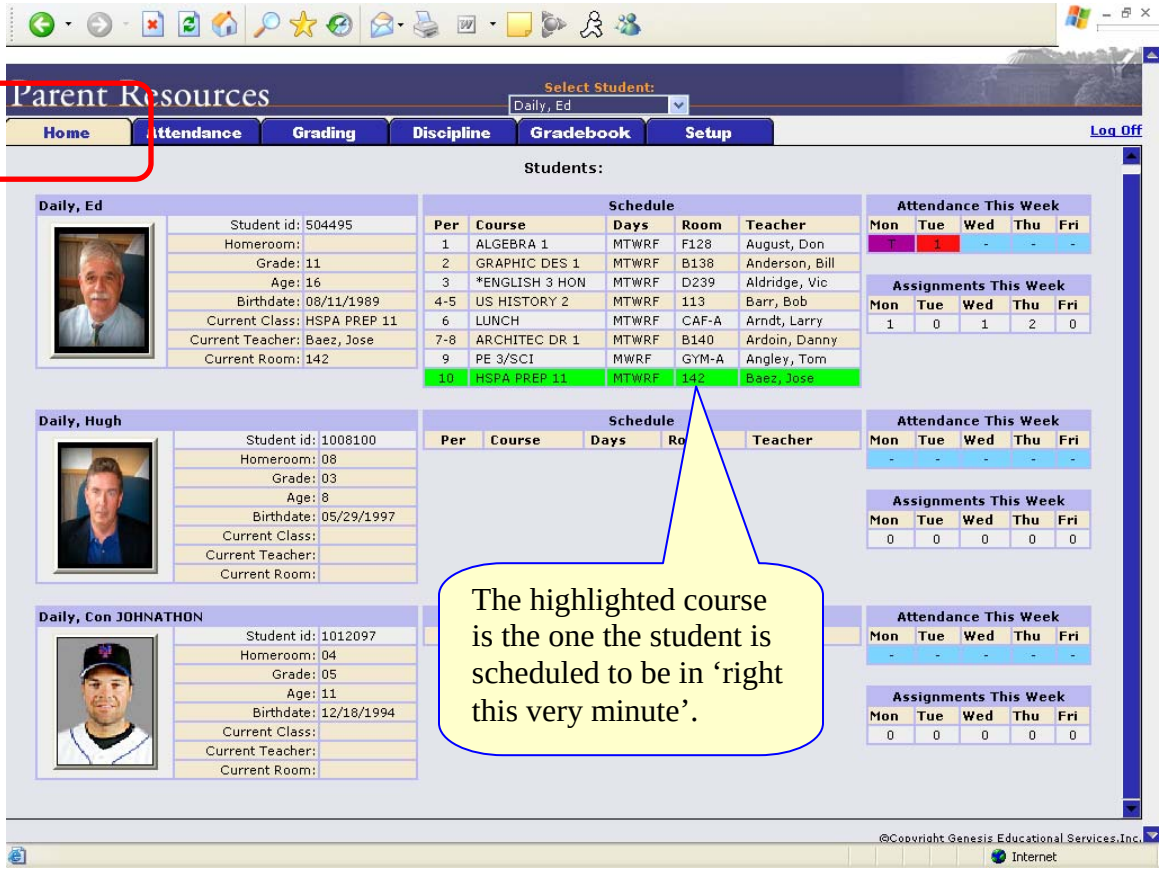
The very first time you login you will be required to change your password.

What if I forget my password?

If you forget your password, you must contact your school or district office. You should receive information on where to call with your district packet. You will be given a new randomly generated password. The new password maybe mailed to your email account. The first time you login with your new password, you will be required to change it.

III. Student Summary Dashboard Screen

A. *Your "HOME" Screen - The Student Dashboard*

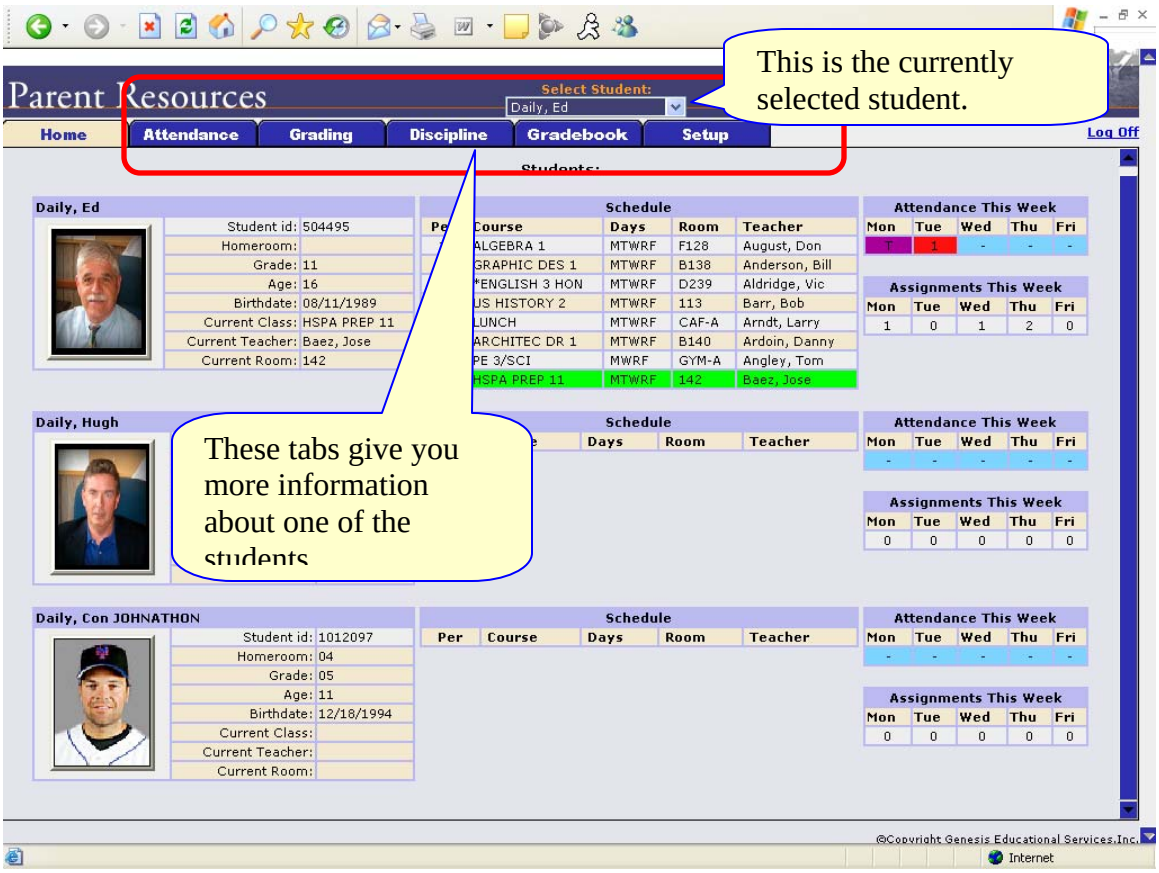


Genesis Parent Access "Home" – Student Dashboard Screen

When you login to Genesis Parent Access the first screen you see is Parent Access "Home". This is the Student Dashboard screen. You will see a 'dashboard' for every student linked to your login.

Each student's 'dashboard' contains the following information:

- Basic information about the student: **student id**, **homeroom**, **grade**, **age**. If you are viewing the screen during the school day, you will also see information about the class your student is in 'right now': **current class**, **current teacher** and **current room.**
- Your student's schedule. The class the student is in 'right now' is highlighted in green.
- The student's attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day



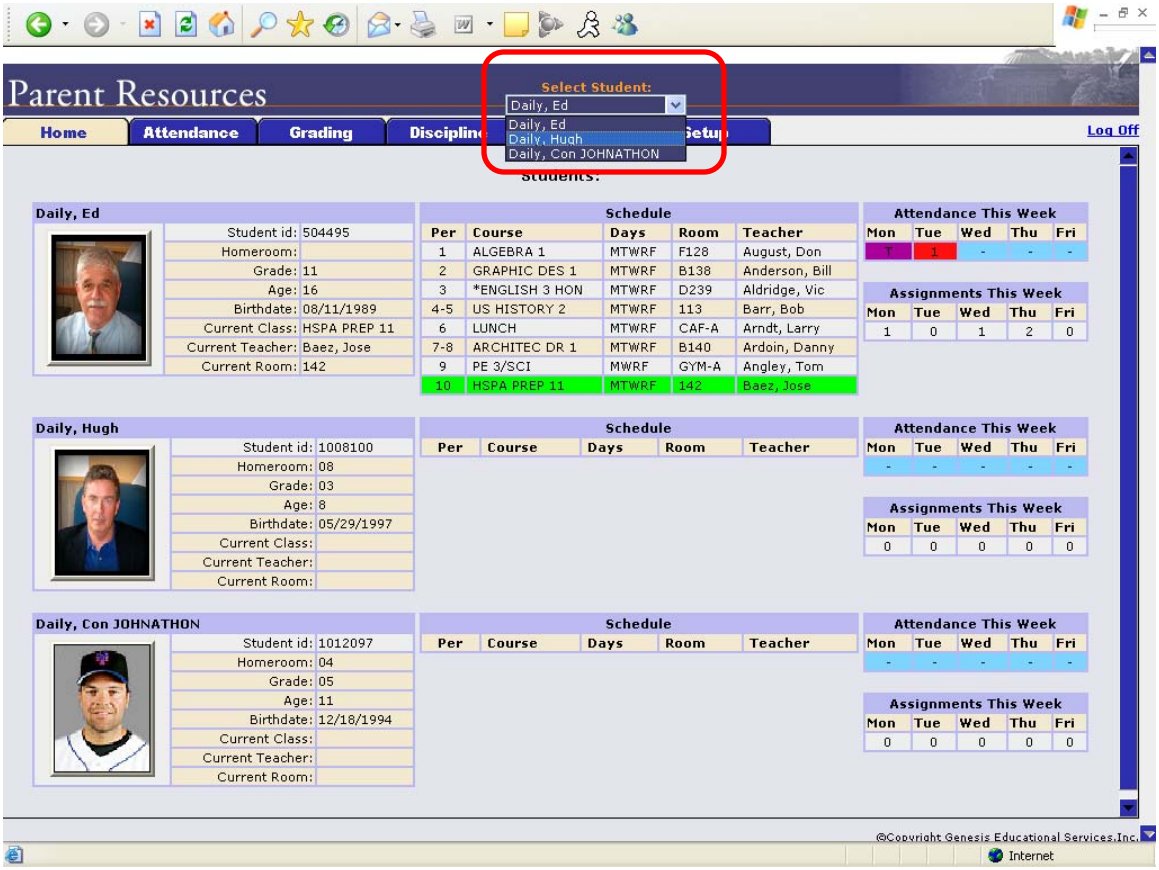
More Information About Each Student

The 'Parent Access Home' screen has a dashboard for each of your students. The other tabs give you more information about one student at a time.

The Selected Student

Only one student can be 'selected' at one time. When you 'select' a student that student's information will appear when any of the additional tabs are clicked. For instance, if you click the 'Attendance' tab, you will see the selected student's daily Attendance calendar for the entire school year.

B. *Selecting a Student*



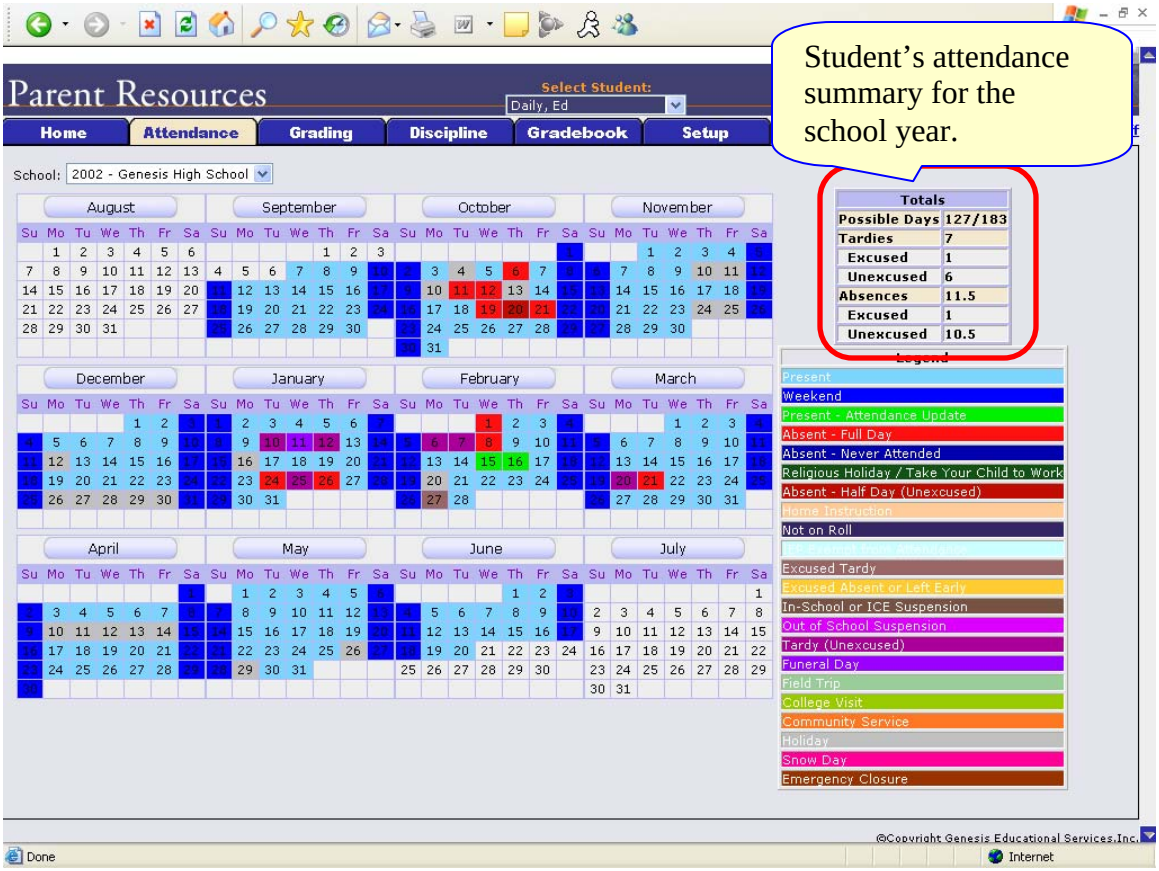
Changing the Selected Student

The name of the 'currently selected student' is displayed in the '**Select Student**' drop down at the top of the screen. To pick a different student, click the **Select Student** drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

The "Select Student" Drop Down

This drop down contains the names of all the students that you have access to. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

IV. Attendance



This is your student's Daily Attendance summary for the whole school year.

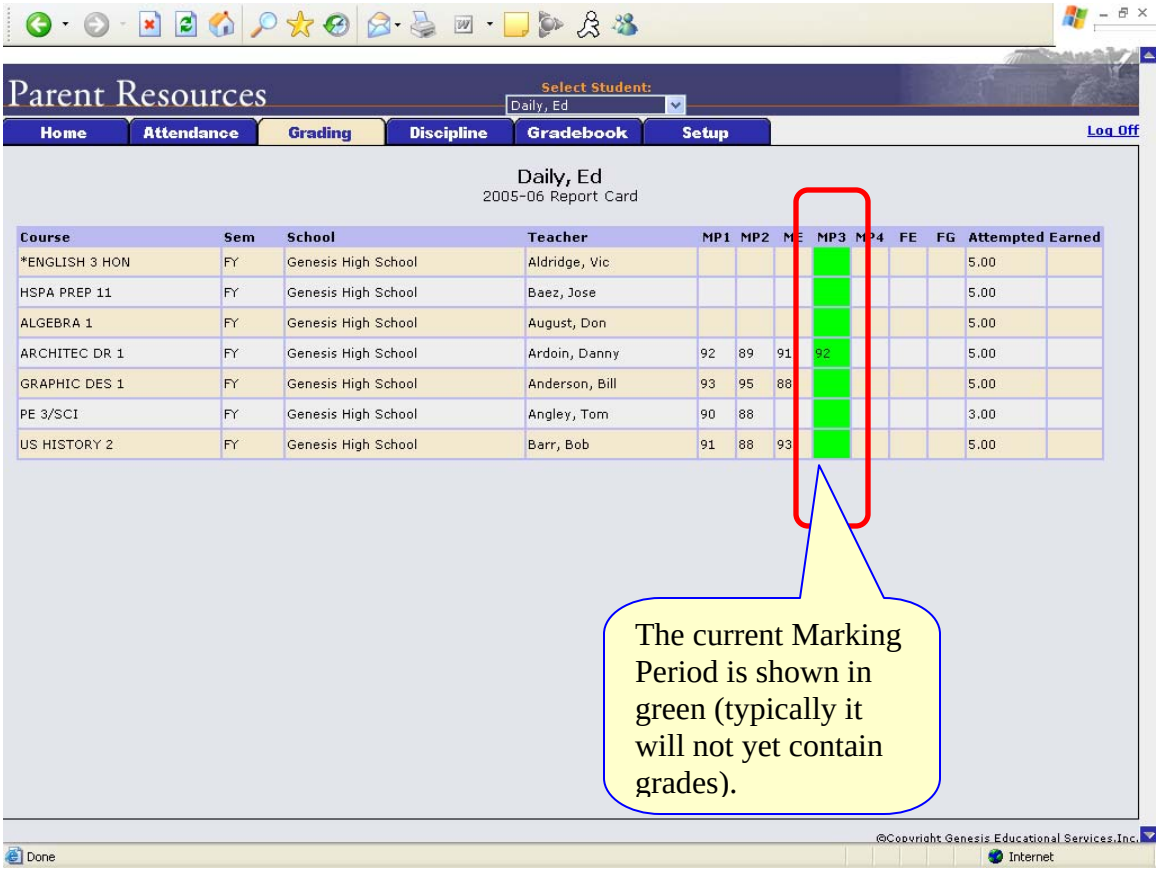
- The Attendance Calendar with each day color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes for your school district.

Attendance Color Codes

Your district selects its own set of Attendance codes and selects the color for each one. When you look at this screen you will see the Attendance codes for ***your*** school district. Common Attendance codes include:

- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip

V. Grading



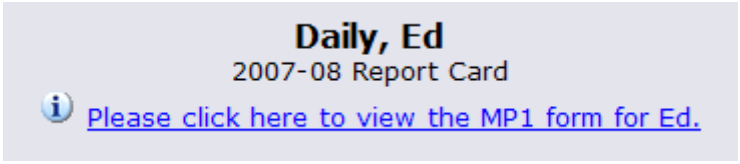
The Grading Screen

This screen summarizes your student's Report Card grades for the current year.

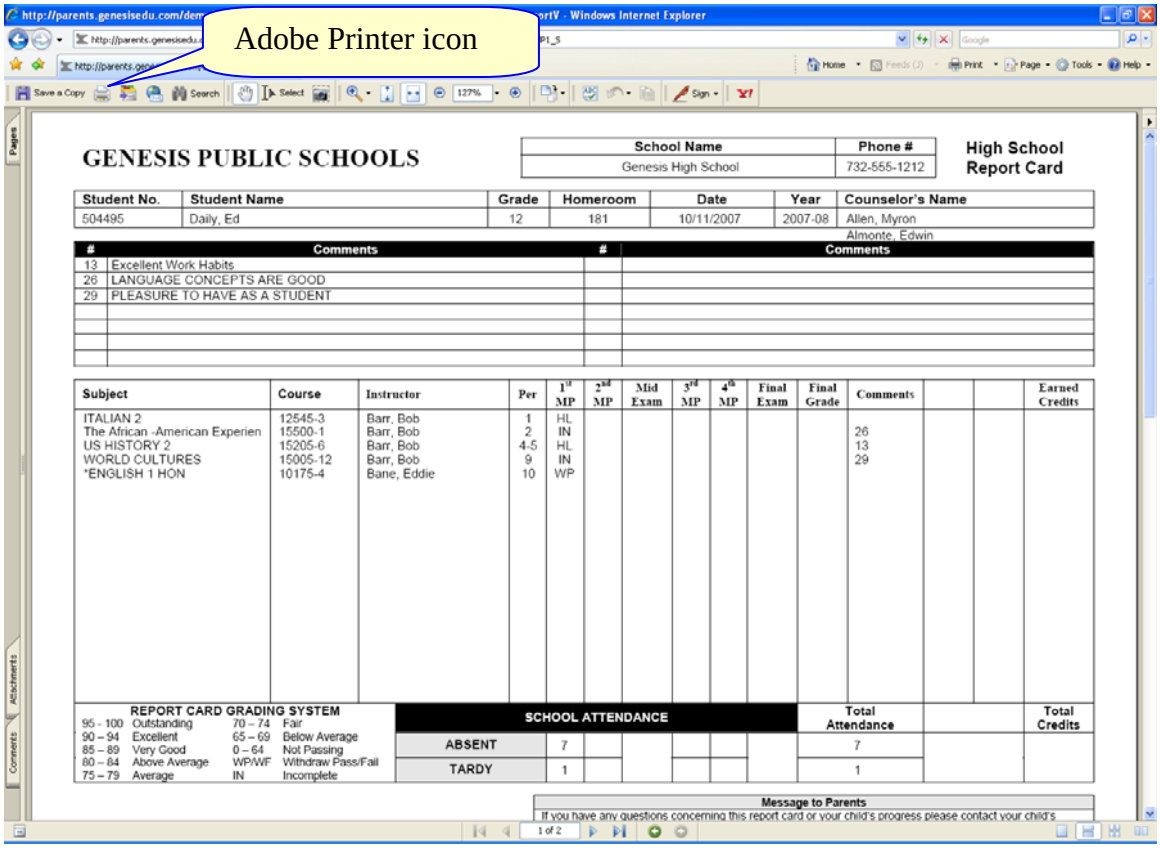
The current Marking Period is highlighted in green.

Viewing your Child's Actual Report Card

If you are able to view your child's actual report card, a "**Please click here to view**" message will appear between your child's name and their list of grades:



If this message appears, click it to view the actual report card displayed in Adobe Reader (Adobe Reader must be installed on your computer). A sample report cord is shown below.



Procedure to Print a Copy of the Report Card

1. Click on the '**Setup**' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Adobe printer icon at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card.

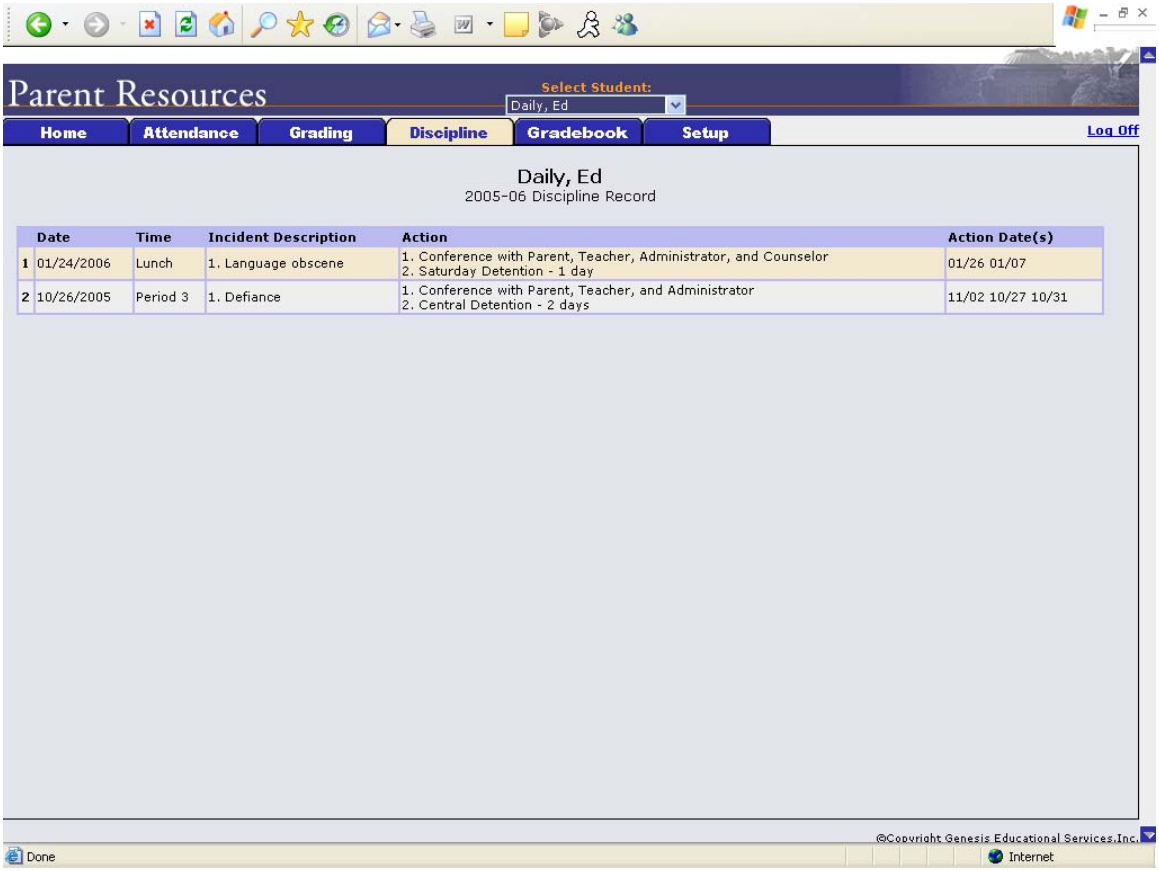
Procedure to Save a Copy of the Report Card

1. Click on the '**Setup**' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

Procedure to Return to the Genesis Parents Module

1. When you are done viewing the report card, click the browser "Back" button.

VI. Discipline



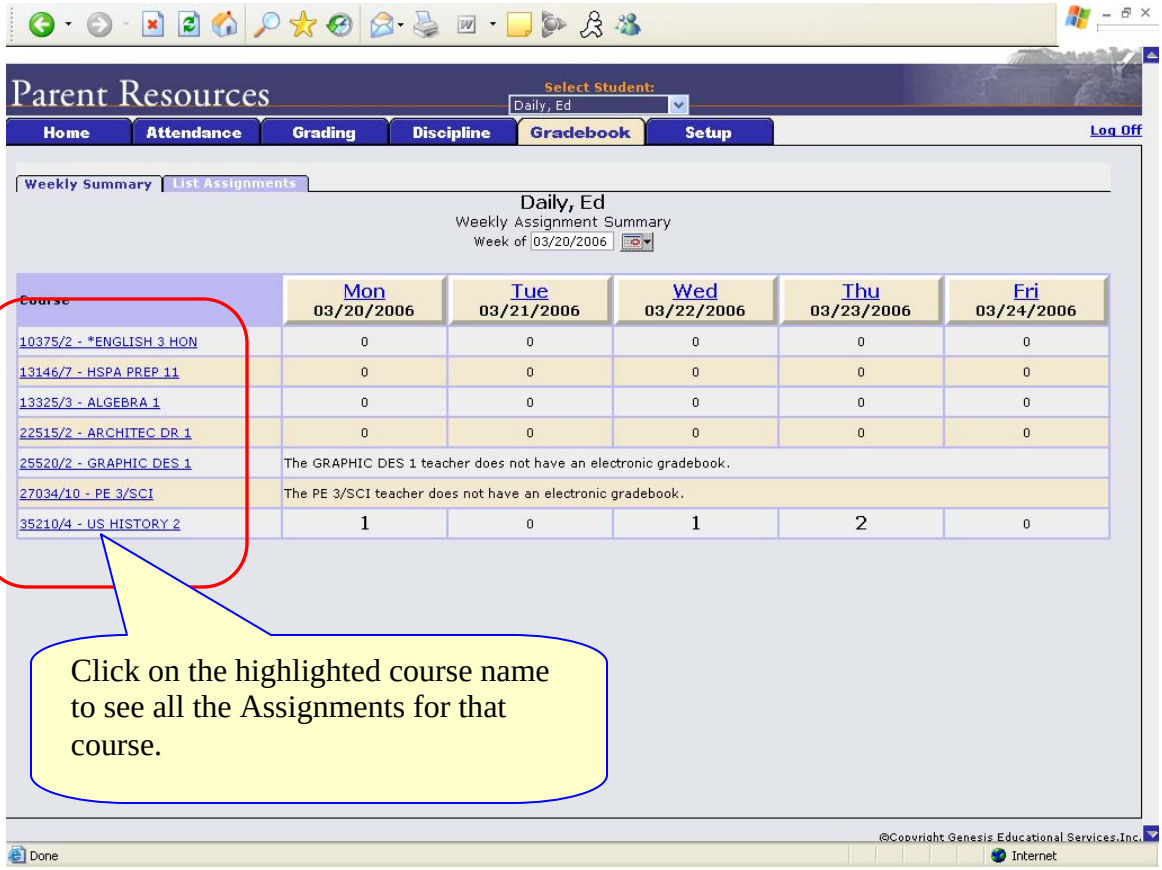
Discipline Record

The screen lists any discipline issues regarding your child that have occurred in the current school year. Each incident record includes the following information:

- The date and time period in which the incident occurred.
- A brief description of the incident
- A list of all actions that have taken place or will take place as a result of your child's involvement in the incident
- Dates on which the actions were or are scheduled to take place.

VII. Gradebook

A. *Weekly Summary of Assignments Screen*

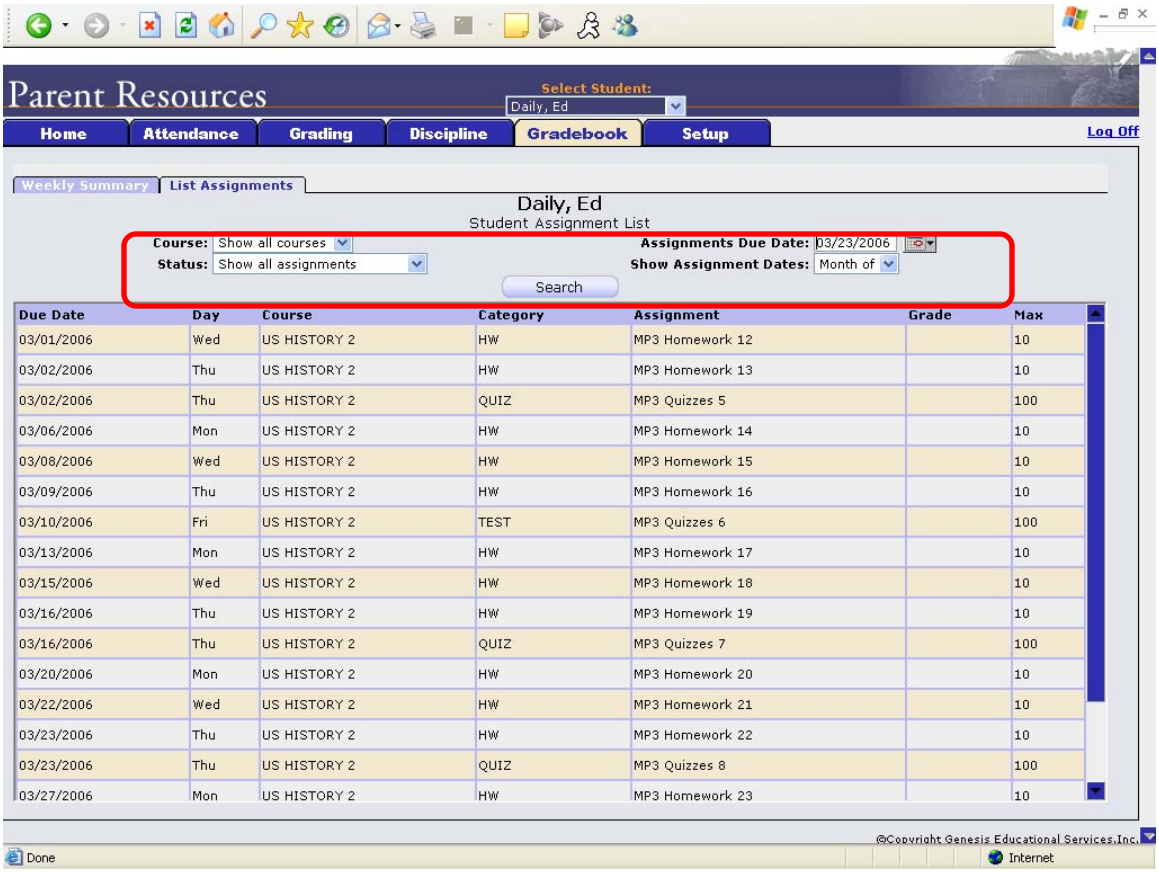


A list of Courses with Assignments by Day of the Current Week
This screen lists all courses your child is currently taking.

Viewing all Assignments for One Course
To see all of the Assignments for one course, click on the highlighted course name. That will take you to the "One Course/All Assignments" screen.

Viewing all Assignments for a Selected Day
To see all of the Assignments for one ***day*** (for example, Tuesday), click on the highlighted day name. That will take you to the "One Day/All Assignments" screen.

B. *List of Assignments Screen*



List of Assignments

This screen will allow you to look at your child's Assignments in multiple ways.

C. *One Day's Assignments*

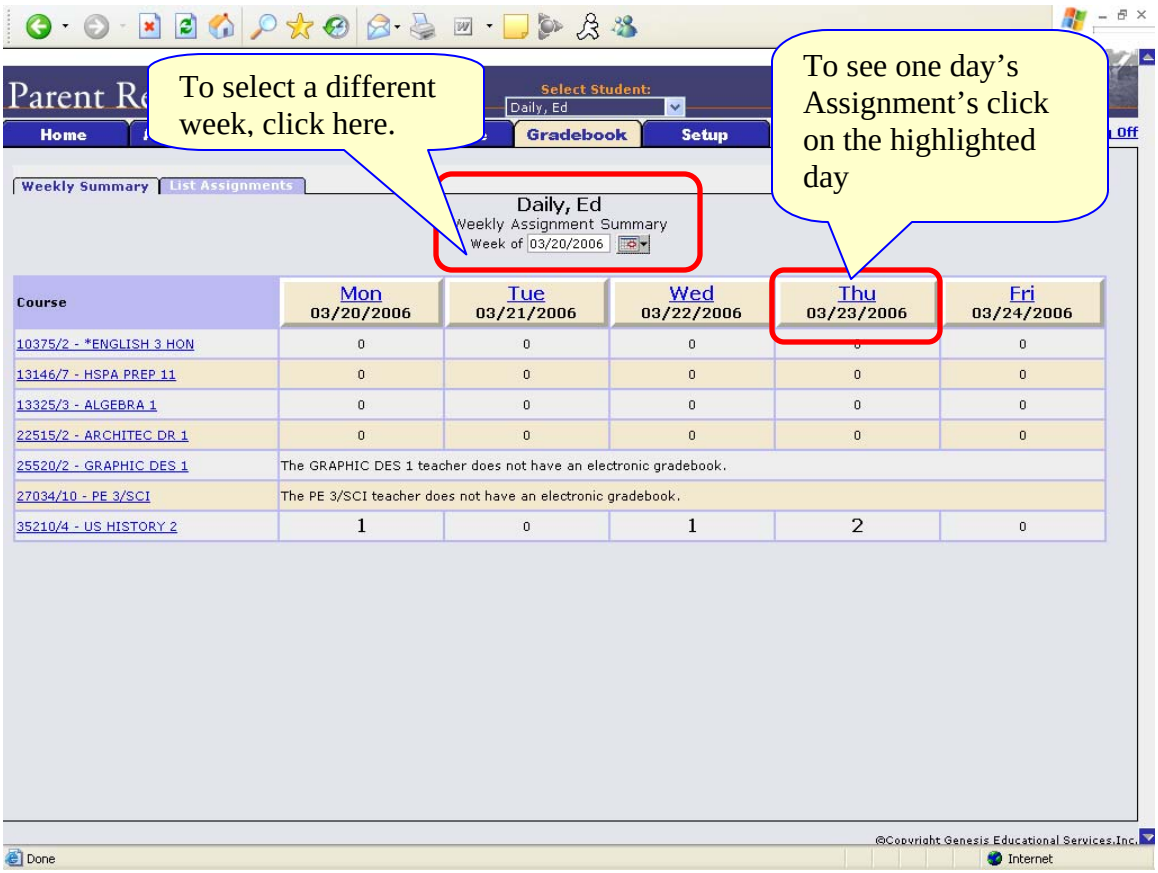


Figure 1 – Gradebook→Weekly Summary Screen

Gradebook Weekly Summary

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the "Week of" field
- See all the Assignments for one course by clicking on the highlighted name of a course in the list
- See all the Assignments for one day by clicking on the highlighted day name

One Day's Assignment

When you click on a 'day' name you are brought to the "List Assignments" screen with only the one day selected:

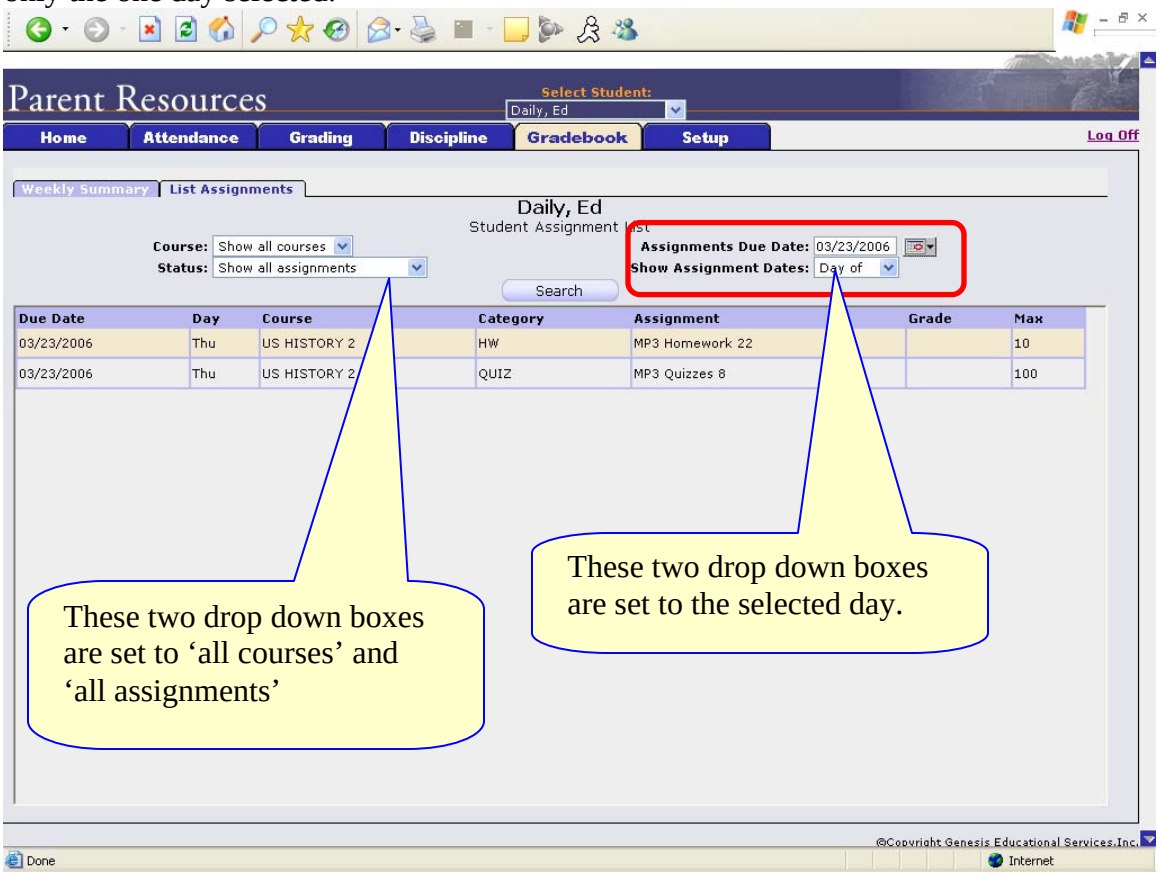


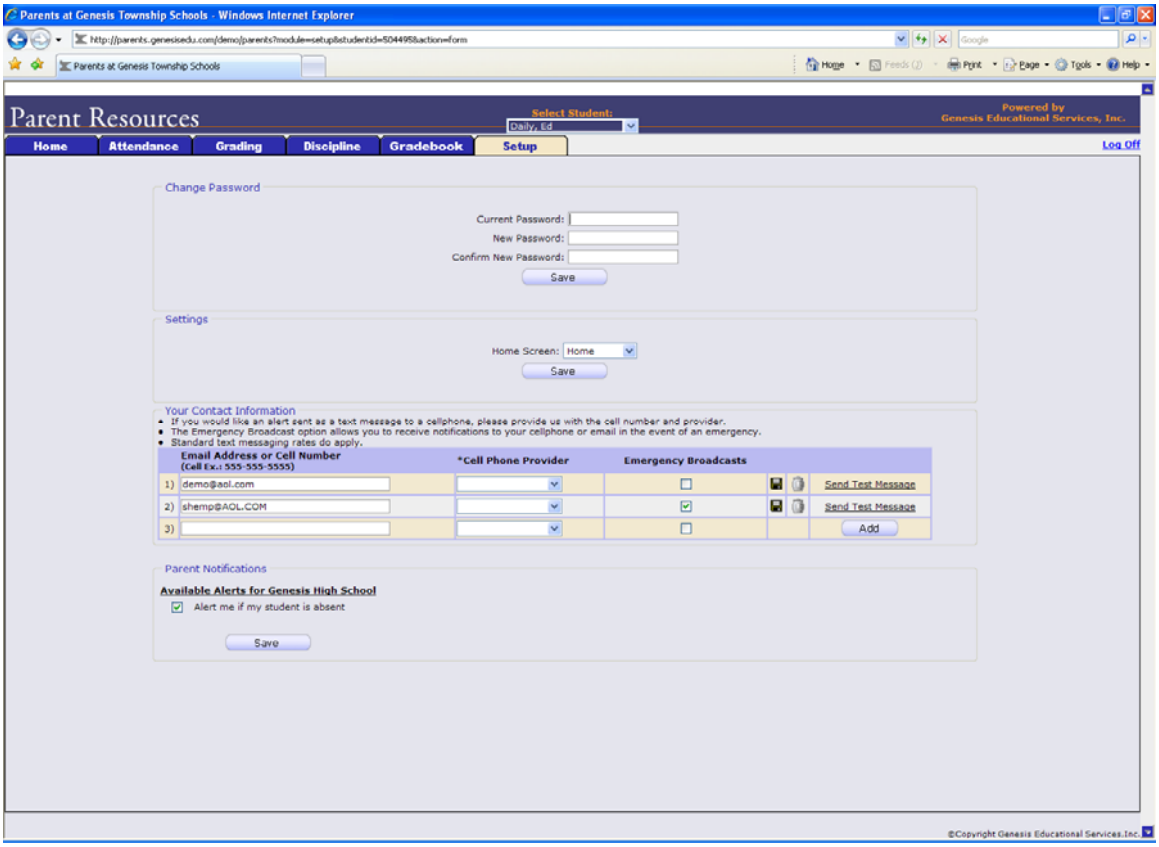
Figure 2 – The "List Assignments" screen in "One Day/All Assignments" mode

One Day/All Assignments

If you click on a day name, you come to the "One Day/All Assignments" screen. This is the "List Assignments" screen set for one day, all courses, all assignments.

VIII. Setup

A. Introduction to the Setup Screen



The Setup screen is where you set up your Parent Access Module.

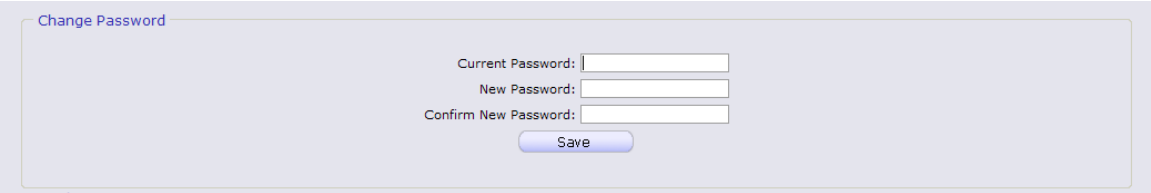
There are four functions located on this screen:

1. Changing your password
2. Selecting your “startup” screen
3. Managing your Email and Text Message Contact list
4. Selecting Alerts

Each function has a separate “Save” button – when you make a change you must be sure to use the correct buttons.

The following sections explain each of these functions.

B. Changing Passwords



Procedure to Change Your Password

2. Click on the '**Setup**' tab.
3. Enter your current password
4. Enter the new password you desire
5. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
6. Click 'Save'

When you are required to change your password

If your password is changed by the system administrator, the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you must do the following:

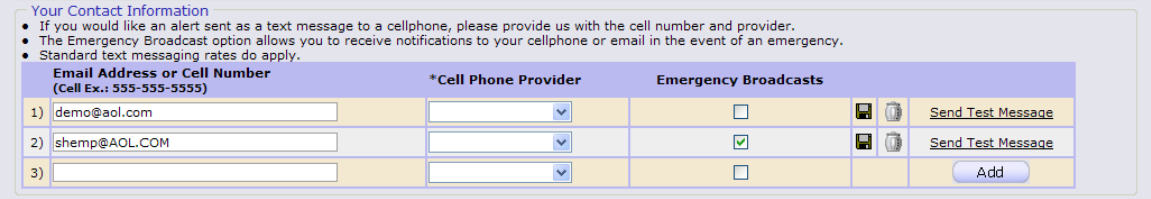
1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
4. Click 'Save'

C. Setting Your Home Screen

Procedure to Change your Home Screen

1. Click on the '**Setup**' tab.
2. Find the "Settings" section in the middle of the screen
3. Select your "Home" screen
4. Click 'Save'

D. Adding Contacts for Email and Emergency Broadcasts



Contacts and the Genesis Emergency Broadcast System

The contacts listed here – and controlled directly by you – will be sent email or text messages. Genesis includes an Emergency Broadcast System which allows your school or district to contact you in case of an emergency on your children's school campuses. Email addresses may also be used to communicate with you by your children's teachers.

Procedure to Add a Contact

1. Click on the '**Setup**' tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the blank fields at the bottom of the contact list. Fill them in:
    a. Enter the contact Email or Cell #
    b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
    c. If this contact should be used for Emergency Broadcast messages, check the "Emergency Broadcast" checkbox.
4. Click 'Add'

Procedure to Change a Contact

1. Click on the '**Setup**' tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the Contact you wish to Change:
    a. Update the contact Email or Cell #
    b. Select the name of the Cell Phone provider (e.g. Verizon, AT&T)
    c. If this contact should be used for Emergency Broadcast messages, check the "Emergency Broadcast" checkbox.
4. Click the 'Save' icon button.

Procedure to Delete a Contact

1. Click on the '**Setup**' tab.
2. Find the "Your Contact Information" section in the middle of the screen
3. Locate the Contact you wish to delete and click the 'Delete' icon button.

E. Setting Alerts

Alerts

Genesis has the ability to send an alert to your registered contact emails/text message addresses if your child is absent. You must turn on this feature and enter the email and text addresses as described above in **Section VIII D – Adding Contacts for Email and Emergency Broadcasts**.

Procedure to Turn On Alerts

1. Click on the '**Setup**' tab.
2. Find the "Parent Notifications" section at the bottom of the screen
3. Check the Alert checkbox
4. Click '**Save**'.

Procedure to Turn Off Alerts

1. Click on the '**Setup**' tab.
2. Find the "Parent Notifications" section at the bottom of the screen
3. Uncheck the Alert checkbox
4. Click '**Save**'.

Frequently Asked Questions (FAQ)

1. **Where do I get my login?**

   Your Genesis Parent Access login will usually be your email address. You will give the email address you want to use as your login to your school or district. The school or district will tell you when your login has been entered into the Genesis system.

   If your email address is *not* going to be your login, your school or district will assign you a login.

2. **What if I forget my password?**

   To replace a lost password you must call your school or district. Information as to who to call should be provided to you in your Parent Access Welcome Packet.

   You cannot be given your existing password: for safety reasons, Genesis never displays a user's password, *even to the system administrators*. If you lose or forget your password, you will be given a new, randomly generated password. You will then be required to change the new password the next time you login to Genesis Parent Access.

3. **What is the URL for Parent Access?**

   You will be given the URL for Parent Access in your Parent Access Welcome Packet. If you do not have the Welcome Packet, you must contact your school or district to find out the correct URL.

4. **How do I log out of Parent Access?**

   There is a small "Log Off" button at the upper right of every Parent Access screen. Click the "Log Off" button.

5. **How can I update my student's Attendance information?**

   You cannot update any information. If you believe any information is wrong, you must contact your child's guidance counselor.

6. **Is it ok for me to just close the browser rather than log off? Do I really need to log off?**

   Closing your browser is not the same as logging off. You *must* log off of Parent Access to eliminate the possibility of someone else accidentally getting access to your student's information.

   For example, if you are accessing Parent Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Parent Access session and view your child's information. Logging off properly terminates the Parent Access session.

   Always log off of Parent Access – Never just close your browser

7. **What if I do not have access to all my students?**

   If you need access to a student that is not yet linked to your Parent Access login you must call your school or district office. Each district will have its own procedures and regulations regarding linking a student to your Parent Access login.

   It may be possible that Parent Access is in a 'roll out' phase and is only offered in some of the schools in your district and not in others. Refer to your Parent Access Welcome Packet for information on who or where to call.

8. **What if I don't have access to my child's Report Card?**

   Usually a school only displays the most recent report card that was sent home. If the actual report card is not available online, it may be that none has yet been sent home or that the previous Marking Period's report card has been "turned off" so that the new Marking Period's report card can be prepared.